Student Records

In Educator Portal, student records can be viewed and uploaded, and student records can be manually added.

For existing student records, you can view student details to see if the correct information is reported in KITE. You are able to view students' information such as name and identification number as well as the educator to whom the student is assigned. If the student has a personal needs profile (PNP) or First Contact file, you can view this information also.

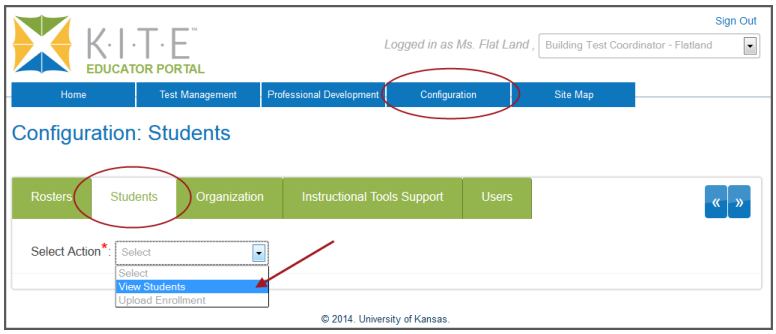
> Hint: Depending upon your access privileges, you may or may not see all students. For example, a teacher can only view students associated with that teacher's name, but a district-level user can view all students in a building.

Viewing Student Details

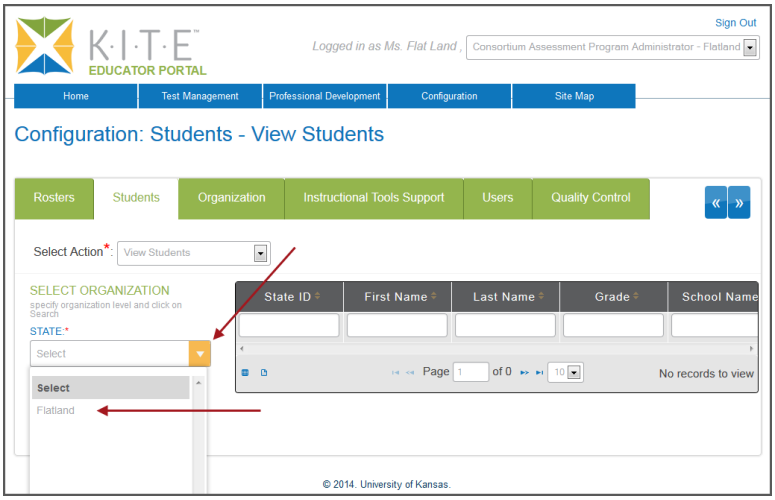
To view student details, perform the following steps.

1. Log in to Educator Portal.
2. In the Quick Links section, click Student.

Note: You can also get to the Configuration: Students - View Students screen by clicking Configuration on the home page of Educator Portal. Then click the Students tab and select View Students in the drop-down menu.

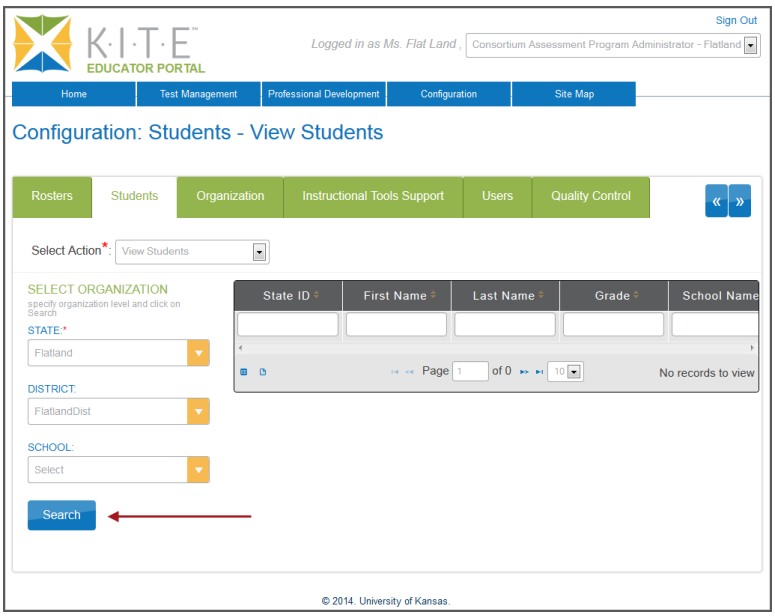


3. Click the arrow in the State drop-down menu.
4. Select your state.



Note: You may also select your District and School in the appropriate drop-down menus.

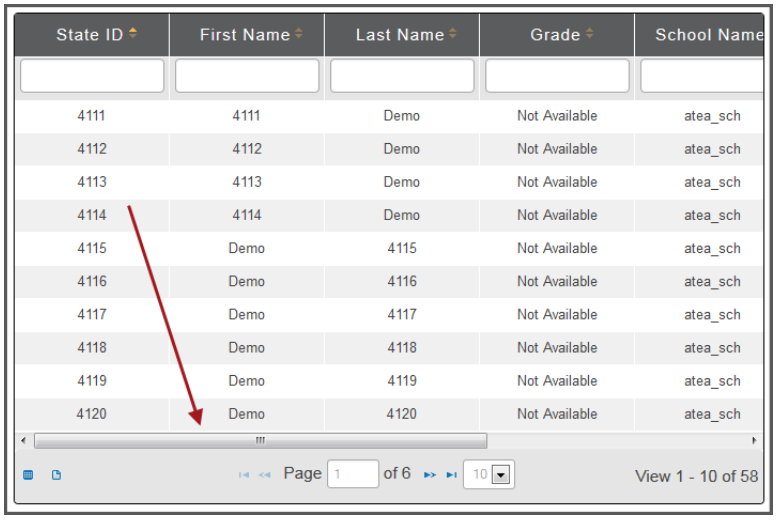
5. Click Search.



A list of students appears.

Note: You can narrow your search for students by using the filtering options at the top of the columns. Enter data in one or more columns to narrow down the students that match the specific data entered (for example, all or part of a student's last name in the Last Name field).

Hint: Use the scroll bar at the bottom of the columns to display additional columns, including the Access Profile column and the First Contact column.


State ID
First Name
Last Name
Grade
School Name
4111 4111 Demo Not Available atea_sch
4112 4112 Demo Not Available atea_sch
4113 4113 Demo Not Available atea_sch
4114 4114 Demo Not Available atea_sch
4115 Demo 4115 Not Available atea_sch
4116 Demo 4116 Not Available atea_sch
4117 Demo 4117 Not Available atea_sch
4118 Demo 4118 Not Available atea_sch
4119 Demo 4119 Not Available atea_sch
4120 Demo 4120 Not Available atea_sch
Page 1 of 6
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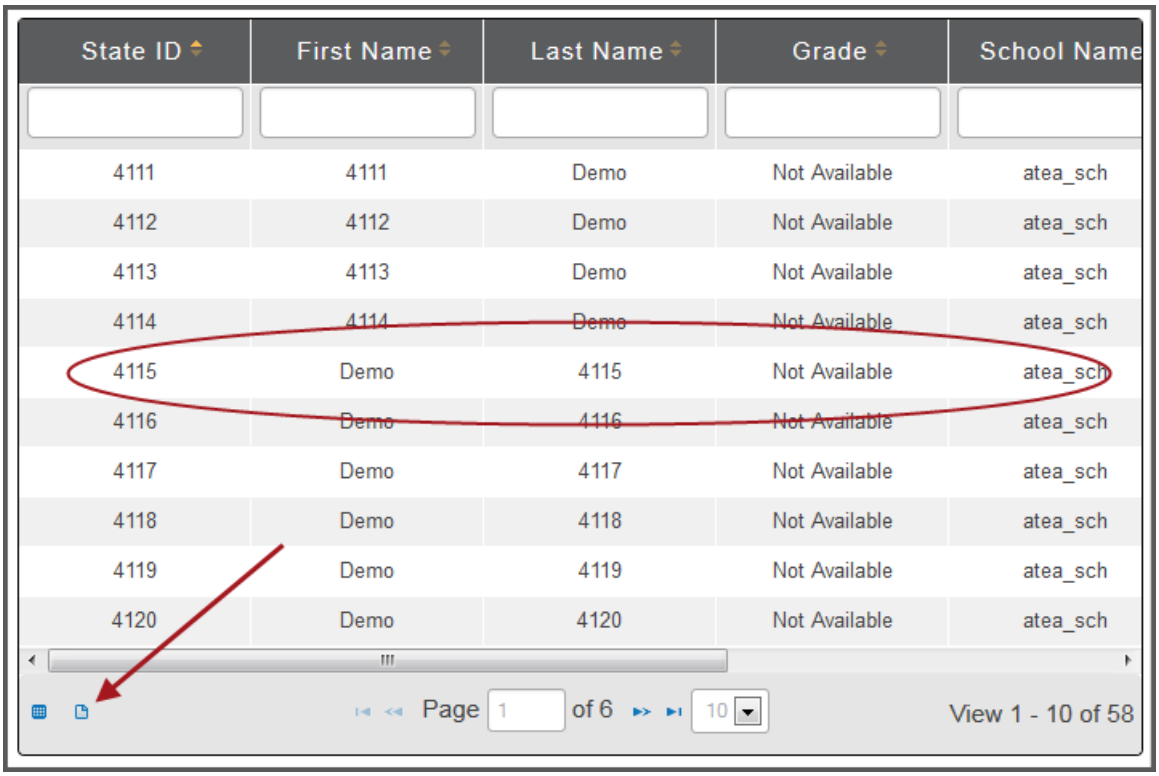
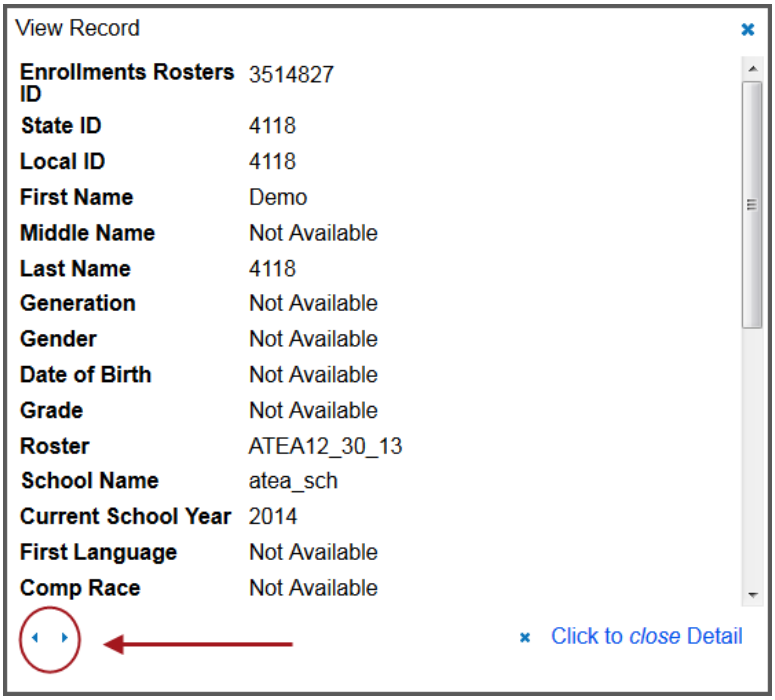
6. Select a student by clicking on the appropriate row.
7. Click the View Selected Row icon to view the student's individual demographic data.


State ID
First Name
Last Name
Grade
School Name
4111 4111 Demo Not Available atea_sch
4112 4112 Demo Not Available atea_sch
4113 4113 Demo Not Available atea_sch
4114 4114 Demo Not Available atea_sch
4115 Demo 4115 Not Available atea_sch
4116 Demo 4116 Not Available atea_sch
4117 Demo 4117 Not Available atea_sch
4118 Demo 4118 Not Available atea_sch
4119 Demo 4119 Not Available atea_sch
4120 Demo 4120 Not Available atea_sch
Page 1 of 6 10
View 1 - 10 of 58

The student's information appears.

Hint: Use the arrows at the bottom of the demographic data screen to move between students.



8. Click the X next to Click to *close* Detail when finished.

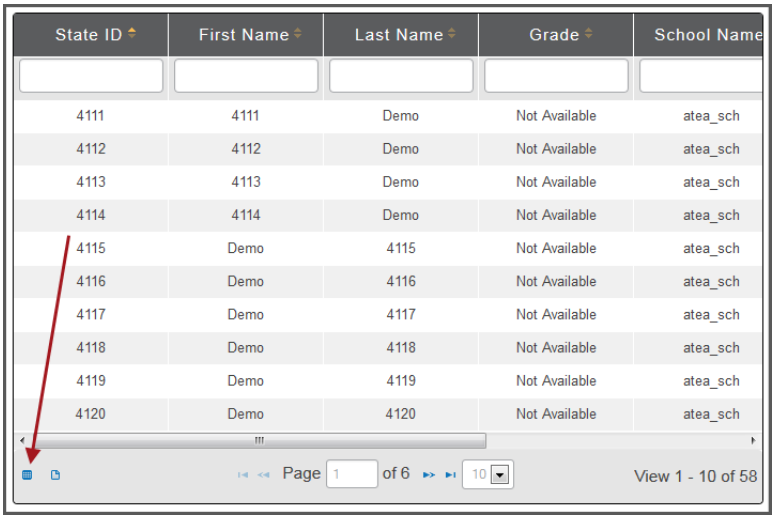
Note: The information in these records is filled from the uploaded CSV file or the uploaded Kansas Individual Data on Students (KIDS) file.

Customizing the Student Records List

Note: It is recommended that you keep the default setup provided.

To change the columns in the Student Record Report, perform the following steps.

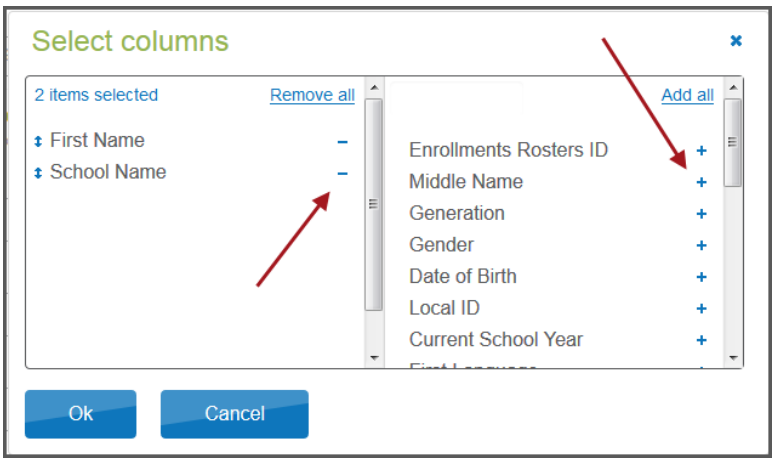
1. Click the Choose Columns icon in the Student Record Report.


State ID
First Name
Last Name
Grade
School Name
4111 4111 Demo Not Available atea_sch
4112 4112 Demo Not Available atea_sch
4113 4113 Demo Not Available atea_sch
4114 4114 Demo Not Available atea_sch
4115 Demo 4115 Not Available atea_sch
4116 Demo 4116 Not Available atea_sch
4117 Demo 4117 Not Available atea_sch
4118 Demo 4118 Not Available atea_sch
4119 Demo 4119 Not Available atea_sch
4120 Demo 4120 Not Available atea_sch
Page 1 of 6
10
View 1 - 10 of 58

Determine which columns you wish to add or remove from the table.

Hint: The columns listed on the left side of the window are the columns that appear in the table in addition to the default columns.

2. To remove a column from the report, click – next to the column.
3. To add a column to the report, click + next to the column.
4. If desired, reorganize the column names by selecting and dragging the columns into the order that you prefer.
5. Click Ok.



Note: You can resize the columns, but changes can make the report difficult to read.

The table below lists the default column titles and their definitions.

Column Titles	Definitions
State ID	Student's state-assigned ID number
First Name	Student's legal first name
Last Name	Student's legal last name
Roster	Name of the roster
School ID	School's ID number
Educator State ID	Educator's state license ID number
Educator First Name	Educator's legal first name
Educator Last Name	Educator's legal last name
Access Profile	Indicates whether the student's Personal Needs and Preferences or PNP have been set
First Contact	Indicates whether the First Contact form has been completed [currently used by Dynamic Learning Maps (DLM)]

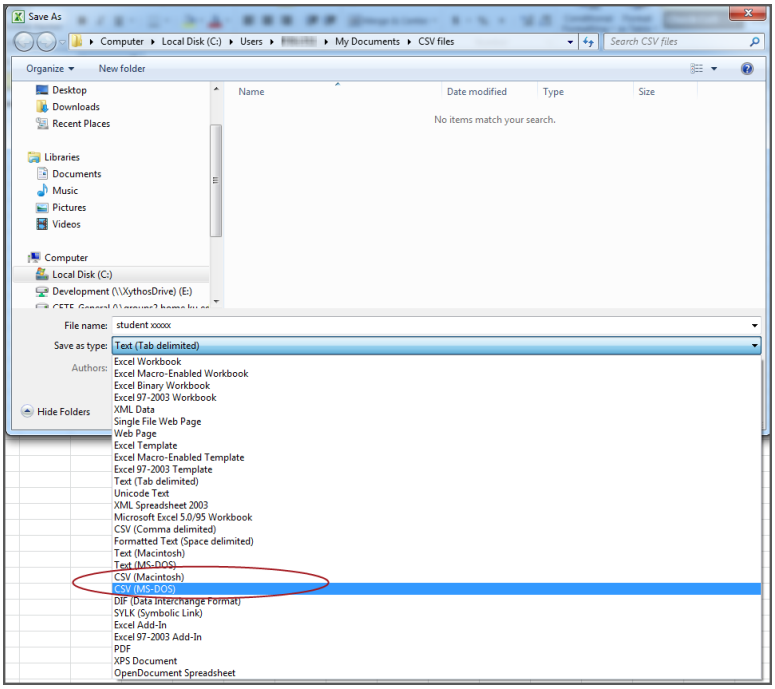
Uploading Student Enrollment Records

An enrollment file is used to upload demographic information for each student.

Creating an Enrollment File

To create the enrollment file, perform the following steps.

1. Open a spreadsheet program, such as Excel, that can save data in a CSV format.



2. Type the information into the CSV file.

Note: See the table in the Enrollment File Format section directly following this section to see the column heading information that must be entered.

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3. Save your file in a location that you can access later.

Hint: The file can be given any name that helps identify the information it contains.

Note: It is necessary to save the file as a CSV file. The system will only load files saved in CSV format.

Enrollment File Format

Use this table to compile your enrollment (and/or test) information. Some of the fields with limited or complex entry structures are explained at the end of this section.

Note: All of the columns are required.

Enrollment Columns

Column Heading	Format or Type; Maximum Number of Characters	Definition
Attendance_School_Program_Identifier	Alphanumeric; 30	Your building number (building numbers are typically four digits) or other assigned location identifier. **Note: The number must match a number in your organization, or the file upload will fail.**
Course_Section	Alphanumeric	Groups students into rosters so they are easily identifiable when a test session is created.
Current_School_Year	Numeric; 4	Ending year of the current school year (e.g., for the 2013–2014 school year, enter 2014).
DLM_Status	Alpha; 5	Provides information about the student's DLM status. Entering TRUE enables DLM and the First Contact Survey for the student (enter TRUE or FALSE) **Note: If the student will use DLM, enter TRUE.**
Educator_Identifier	Alphanumeric; 30	May match the number that is associated with a KITE user profile (e.g., the teacher ID number or employee number).
State_Course_Identifier	Alphanumeric	Identifies the course without categorizing the course (use the Course Section to group students).
State_Student_Identifier	Numeric; 10	Student's state ID number.

Column Heading	Format or Type; Maximum Number of Characters	Definition
Student_Legal_ First_Name	Alphanumeric; 60	Student's first name.
Student_Legal_ Last_Name	Alphanumeric; 60	Student's last name.
Test_Subject	Alphanumeric; 10	Subject of the test, e.g., Math, ELA.
Test_Type	Alpha; 1	Indicates which type of test the student will take. G = General M = Modified A = Alternate
AYP_School_ Identifier	Numeric; 10	Unique number that has been assigned to the school building by the state.
Comprehensive_Race	Numeric; 5	General racial category (or categories) that most clearly reflects the individual's recognition of his or her racial background. **Note: See the Comprehensive Race section that follows this table for more information.**
Current_Grade_Level	Numeric; 2	Grade level or primary instructional level at which a student enters and receives services in a school or an educational institution during a given academic session. Default: 08 = 3rd grade 10 = 5th grade 16 = 11th grade **Note: See the Current Grade Level section that follows this table for more information.**
Date_of_Birth	Numeric; 10	Date on which the student was born (MM/DD/YYYY).

Column Heading	Format or Type; Maximum Number of Characters	Definition
District_Entry_Date	Numeric; 10	Date on which the student enrolls and begins to receive instructional services in a school district (MM/DD/YYYY).
Educator_First_ Name	Alphanumeric	Educator's first name.
Educator_Last_Name	Alphanumeric	Educator's last name.
Enrollment_Status	Numeric; 2	The student's status in the course. 00 = Enrolled 01 = Audited
Exit_Withdrawal_ Date	Numeric; 10	Date of the student's last day of membership or the day on which the student graduated (MM/DD/YYYY).
Exit_Withdrawal_ Type	Numeric; 2	The circumstances under which the student exited the district or school. **Note: See the Exit Withdrawal Type section that follows for more information.**
First_Language	Numeric; 2	Code for the primary language or dialect (not ethnicity) of the student according to the student's home language survey. **Note: See the First Language section that follows for more information.**
Funding_School	Numeric; 10	Unique number assigned by the state that indicates the location where the student is counted for state funding and/or for the Principal's Building Report. If a district does not have a school for an educational level (e.g., does not have a high school) or has preschoolers who are not assigned to a school, the district central office building number should be used.
Gender	Numeric; 1	Student's gender. 0 = Female 1 = Male

Column Heading	Format or Type; Maximum Number of Characters	Definition
Generation_Code	Alphanumeric; 10	Part of the student's name used to denote the generation in his/her family, e.g., Jr., Sr., III, etc.
Gifted_Student	Alpha; 5	Indicates whether or not the student has an active Individual Education Plan (IEP) for giftedness (enter TRUE or FALSE)
Local_Student_ Identifier	Alphanumeric; 20	Unique alphanumeric code assigned to the student by the school or local education agency.
Primary_Disability_ Code	Alpha; 2	Indicates whether or not the student has an active Individual Education Plan (IEP) under the Individuals with Disabilities Education Act (IDEA—Part B). **Note: See the Primary Disability Code section that follows for more information.**
Qualified_for_504	Numeric; 1	Indicates whether or not the student has a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment. • Blank = Not qualified for 504 during the current school year • 1 = Currently a qualified student • 2 = Not currently qualified but qualified previously
Residence_District_ Identifier	Alphanumeric; 5	Unique number that has been assigned to the district by the state that identifies the parent organization for a school.
School_Entry_Date	Numeric; 10	Date on which the student enrolls and begins to receive instructional services in a school. If the student leaves and then re-enrolls, this date should reflect the most recent enrollment date (MM/DD/YYYY).

Column Heading	Format or Type; Maximum Number of Characters	Definition
Special_Circumstances_Transfer_Choice	Numeric; 1	Indicates whether or not the student's transfer into or out of the district was related to provisions of federal law. • Blank = No transfer under these provisions • 1 = Transfer using "improvement choice" provision • 2 = Transfer using "unsafe school" provision (within the same district) • 3 = Student applied to transfer but was denied • 4 = Student was offered the choice to transfer but declined the transfer
Special_Ed_Program_Ending_Date	Numeric; 10	Date student exits special education, based on a determination by the IEP team (MM/DD/YYYY).
State_Entry_Date	Numeric; 10	Date on which the student enrolls and begins to receive instructional services in the state. If the student should leave the state and then re-enroll in school, this date should reflect the most recent enrollment date (MM/DD/YYYY).
State_Subject_Area_Code	Alphanumeric; 10	Used to indicate the subject matter code used by the state.
Student_Legal_Middle_Name	Alphanumeric; 60	The student's middle name.

Comprehensive_Race

The Comprehensive Race field is different from most of the other fields in the system. The values are five digits long and are composed of ones and zeroes. At least one of the five numbers must be a one. The numbers can be used to indicate up to five racial heritages.

1st Digit	2nd Digit	3rd Digit	4th Digit	5th Digit
1 = White 0 = No	1 = Native Hawaiian or Other Pacific Islander 0 = No	1 = Black or African American 0 = No	1 = Asian 0 = No	1 = Native American or Alaska Native 0 = No

The table below lists some example entries.

Example Values	Definition
10000	Student identifies one race: White
01000	Student identifies one race: Native Hawaiian or Other Pacific Islander
00100	Student identifies one race: Black or African American
00010	Student identifies one race: Asian
00001	Student identifies one race: Native American Indian or Alaska Native
10100	Student identifies two races: White **and** Black or African American
01010	Student identifies two races: Native Hawaiian or Other Pacific Islander **and** Asian
10001	Student identifies two races: White **and** Native American or Alaska Native
11010	Student identifies three races: White, Native Hawaiian or Other Pacific Islander, **and** Asian
01111	Student identifies four races: Native Hawaiian or Other Pacific Islander, Black or African American, Asian, **and** Native American or Alaska Native
11111	Student identifies all five races: White, Native Hawaiian or Other Pacific Islander, Black or African American, Asian, **and** Native American or Alaska Native

Current_Grade_Level

Entry	Definition
00	Birth–2-yr old, includes Special Education Infant/Toddler
01	3-yr-old preschooler
02	4-yr-old preschooler
03	5-yr-old preschooler
04	4-yr-old At-Risk
05	Kindergarten
06	First grade
07	Second grade
08	Third grade
09	Fourth grade

Entry	Definition
10	Fifth grade
11	Sixth grade
12	Seventh grade
13	Eighth grade
14	Ninth grade
15	Tenth grade
16	Eleventh grade
17	Twelfth grade
18	Not graded

Exit_Withdrawal_Type

Entry	Definition
1	Transfer to public school, same district
2	Transfer to public school, different district, same state
3	Transfer to public school, different state
4	Transfer to an accredited private school
5	Transfer to a non-accredited private school
6	Transfer to home schooling
7	Matriculation to another school
8	Graduated with regular diploma
9	Completed school with other credentials (e.g., district-awarded GED)
10	Student death
11	Student illness
12	Student expulsion (or long-term suspension)

Entry	Definition
13	Reached maximum age for services
14	Discontinued schooling
15	Transfer to accredited or non-accredited Juvenile Correctional Facility—educational services provided
16	Moved within the United States, not known to be continuing
17	Unknown
18	Student data claimed in error/never attended
19	Transfer to an adult education facility (i.e., for GED completion)
20	Transferred to a juvenile or adult correctional facility—no educational services provided
21	Student moved to another country, may or may not be continuing
98	Unresolved exit
99	Undo a previously submitted exit record

First_Language

Note: English with another language background (ESL) is 44.

Entry	Definition
Blank	English
1	Chinese (Mandarin or Cantonese)
2	Dinka (Sudanese)
3	French
4	High German
5	Hmong
6	Khmer (Cambodian)
7	Korean
8	Lao
10	Filipino or Tagalog (Philippines)
11	Russian
13	Spanish
14	Vietnamese
15	Arabic
16	Other
17	Somali
18	Thai
19	Portuguese
20	Farsi (Iranian)
21	Chuukese (e.g., Marshall Island, Micronesian)
22	Bosnian
23	Burmese

Entry	Definition
24	Hindi
25	Urdu
26	Swahili
27	Nepali
28	American Sign Language (ASL)
29	Serb
30	Croatian
31	Turkish
32	Karen languages (e.g., Burma, Myanmar)
33	Haitian/Haitian Creole
34	Gujarati
35	Punjabi
36	Pashto
37	Dari
38	Quiche
39	Mam
40	Ilokano
41	Visaya
42	Low German
43	Other Signed Language
44	English—with other language background
45	Native American Languages

Primary_Disability_Code

Entry	Definition
Blank	None
AM	Autism
DB	Deaf/blindness
DD	Developmentally delayed (ages 3–9 only)
ED	Emotional disturbance
HI	Hearing impairment
LD	Specific learning disability
MD	Multiple disabilities

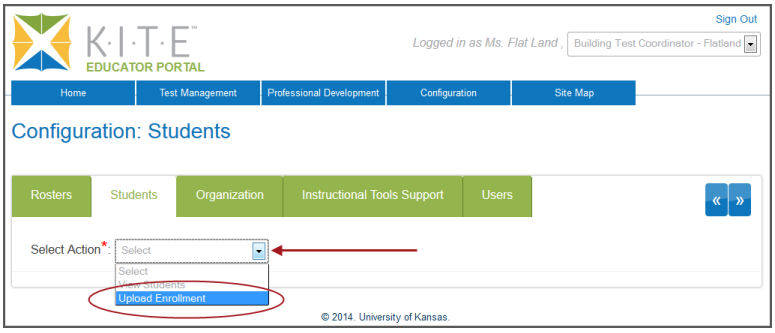
Entry	Definition
MR	Mental retardation
ID	Intellectual disability
OH	Other health impairment
OI	Orthopedic impairment
SL	Speech/language disability
TB	Traumatic brain injury
VI	Visual impairment

Loading an Enrollment

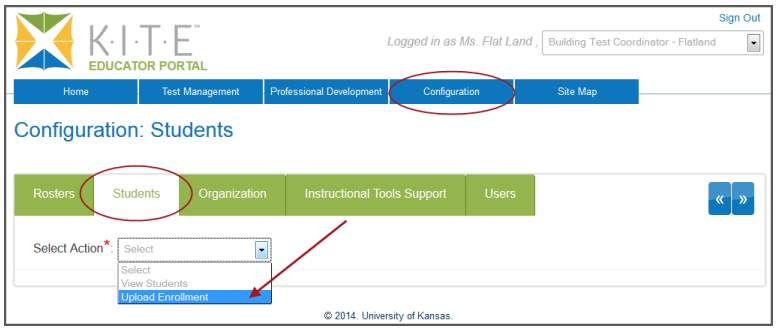
To load an enrollment file, perform the following steps.

1. Log in to Educator Portal.
2. In the Quick Links section, click Student.

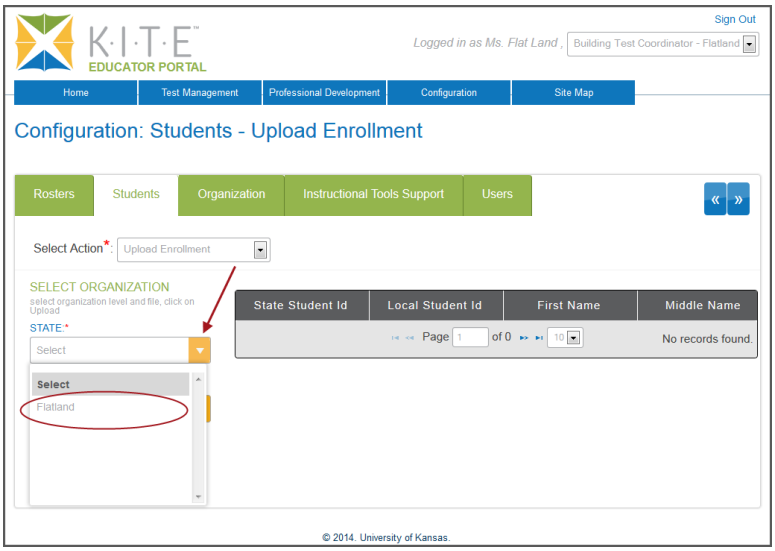
3. Click the arrow in the Select Action drop-down menu.
4. Select Upload Enrollment.



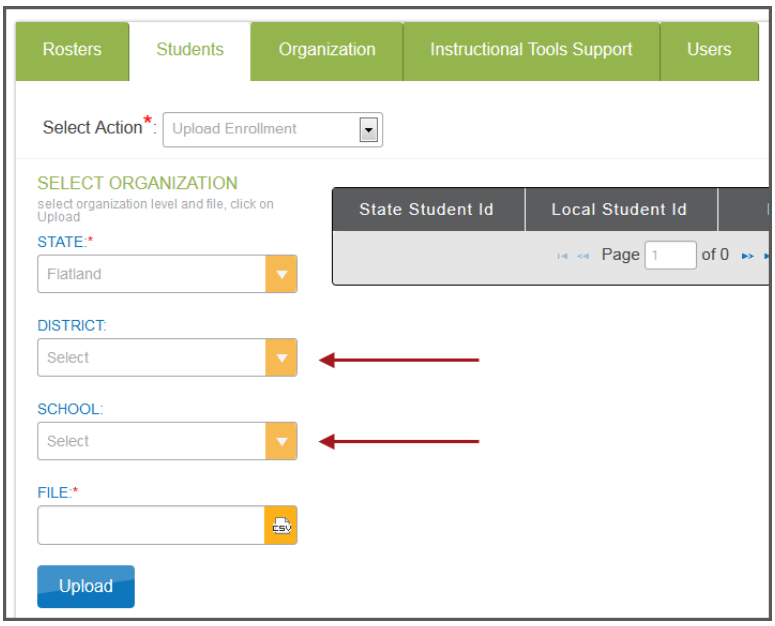
Note: You can also access the Configuration: Students - Upload Enrollment screen by clicking the Configuration tab on the home page of Educator Portal. Then click the Students tab and select Upload Enrollment.



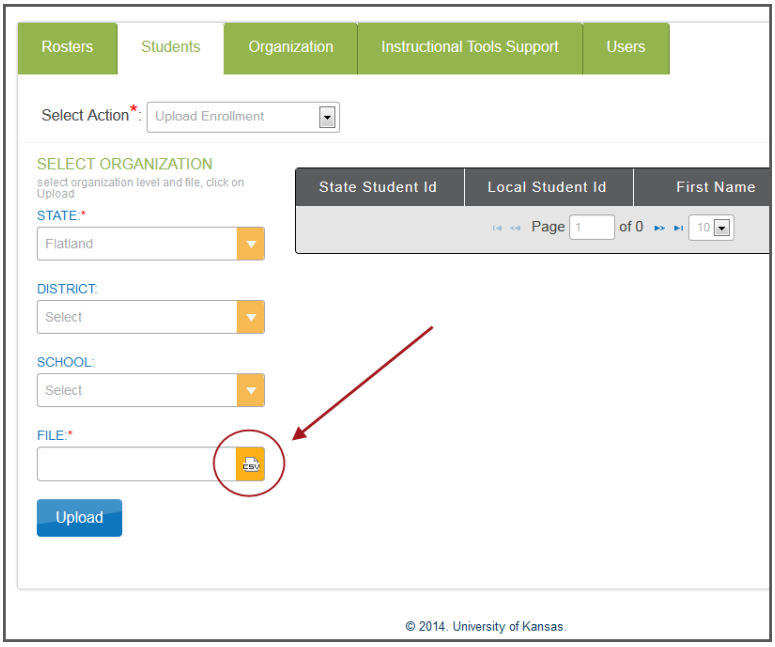
5. In the State drop-down menu, select your state.



6. In the District drop-down menu, choose your district.
7. In the School drop-down menu, choose your school.



8. In the File field, click the CSV Browse button to find CSV files on your machine.



A browser window appears.

Note: If you are attempting to upload a file and you do not see the File field on your screen, your account permissions may need to be changed. Contact your test coordinator.

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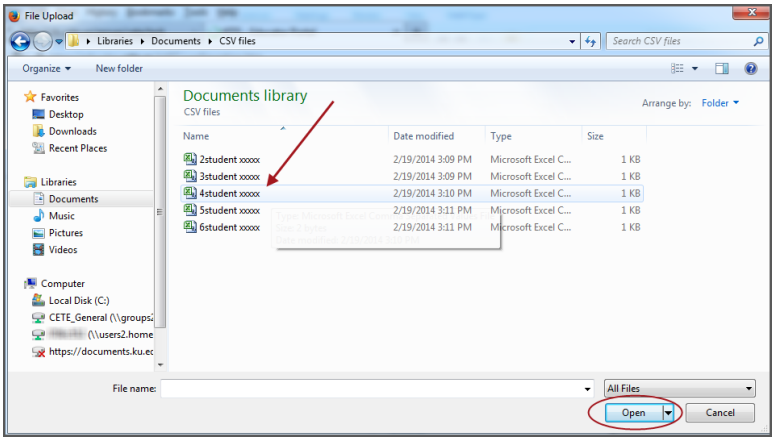
9. Locate the CSV file you need.

10. Click the file name.
11. Click Open.



The filename appears in the File box.

Note: Verify that the file has a .csv file extension. Filenames with extensions ending in .xls or .xlsx will be rejected.

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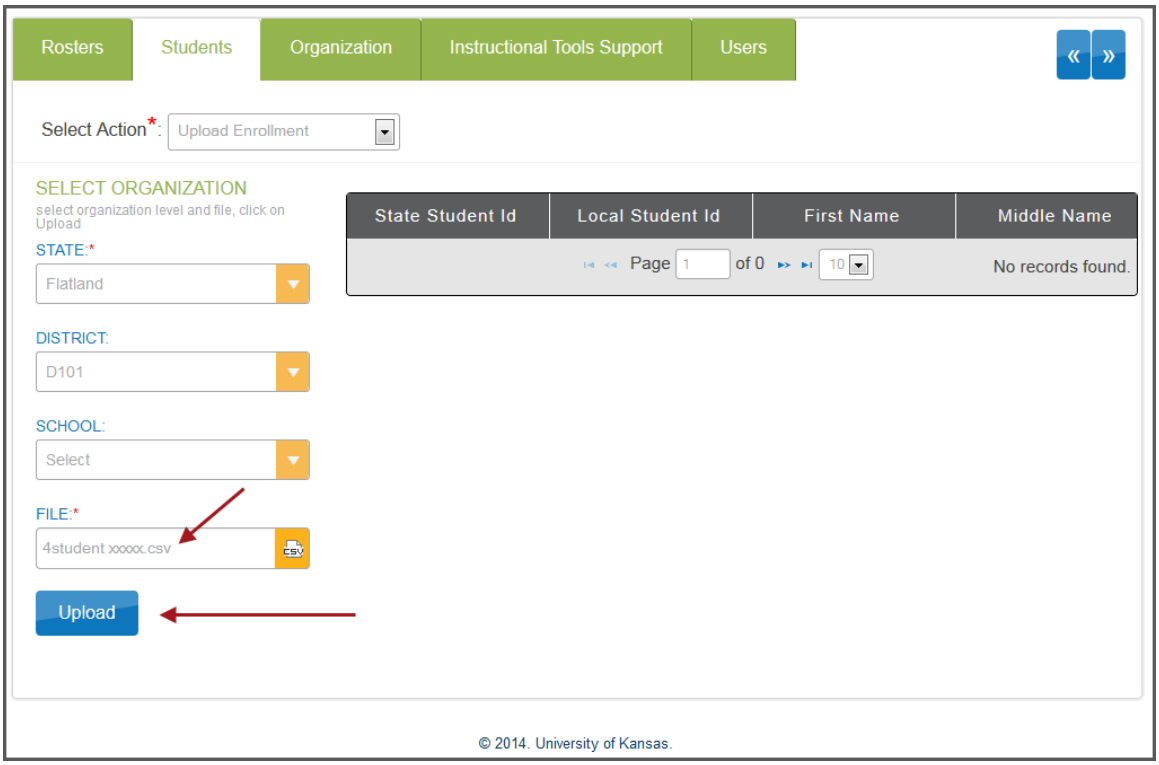
12. Click Upload.



The confirmation message indicates the number of records uploaded.

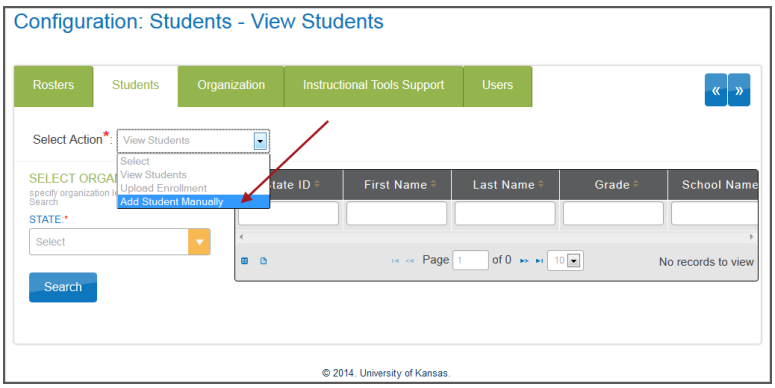
Hint: Each line in the CSV file is one record.

Adding a Student Record Manually

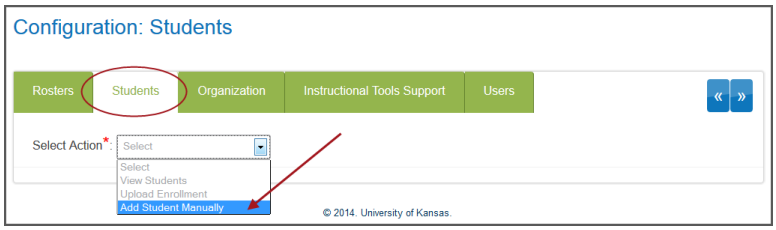
To add a student record manually, perform the following steps.

1. Log in to Educator Portal.
2. In Quick Links, click Student.

3. Select Add Student Manually.



Note: You can also access the Configuration: Students - Add Students Manually screen by clicking the Configuration tab on the home page of Educator Portal. Then click the Students tab and select Add Student Manually.



4. Type the correct information into the fields. Required fields are indicated with a red asterisk (*).

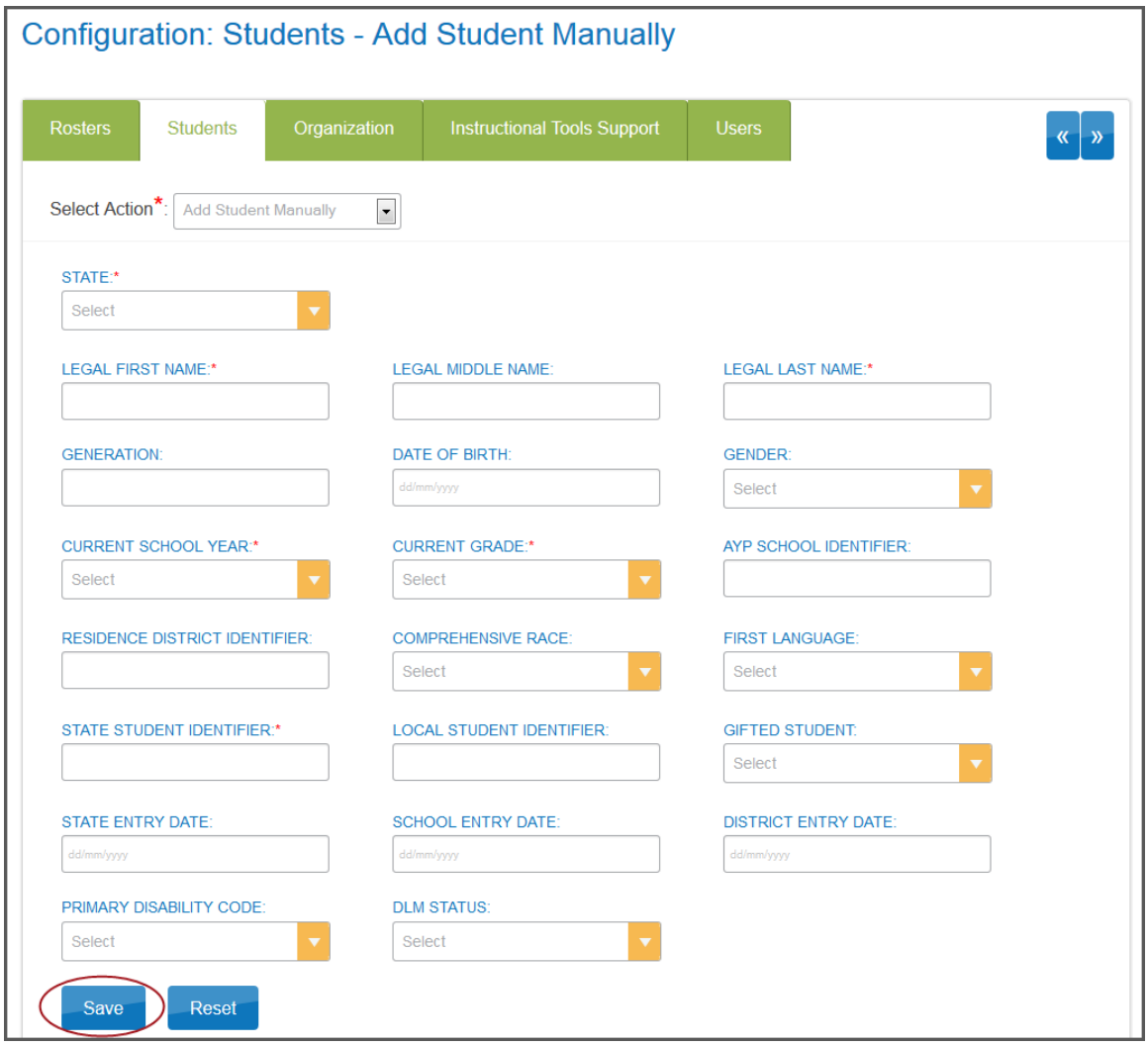
   Descriptions for fields that do not have drop-down options are provided in the table below.

Field Name	Definition
Legal First Name	Student's first name.
Legal Middle Name	Student's middle name.
Legal Last Name	Student's last name.
Generation	Part of the student's name used to denote the generation in his/her family, e.g., Jr., Sr., III, etc.
Date of Birth	Date on which the student was born (DD/MM/YY).
AYP School Identifier	Unique number assigned to the school building by the state.
Residence District Identifier	Unique number that has been assigned to the district by the state that identifies the parent organization for a school.
State Student Identifier	Student's state ID number.
Local Student Identifier	Unique alphanumeric code assigned to the student by the school or local education agency.

Field Name	Definition
School Entry Date	Date on which the student enrolls and begins to receive instructional services in a school. If the student should leave and then re-enroll, this date should reflect the most recent enrollment date (DD/MM/YY).
State Entry Date	Date on which the student enrolls and begins to receive instructional services in the state. If the student should leave the state and then re-enroll in school, this date should reflect the most recent enrollment date (DD/MM/YY).
District Entry Date	Date on which the student enrolls and begins to receive instructional services in a school district (DD/MM/YY).

Hint: Click Reset to reset all fields to be blank.

5. Click Save.


Configuration: Students - Add Student Manually
Rosters
Students
Organization
Instructional Tools Support
Users
Select Action*:
Add Student Manually
STATE:*
Select
LEGAL FIRST NAME:*
LEGAL MIDDLE NAME:
LEGAL LAST NAME:*
GENERATION:
DATE OF BIRTH:
dd/mm/yyyy
GENDER:
Select
CURRENT SCHOOL YEAR:*
CURRENT GRADE:*
AYP SCHOOL IDENTIFIER:
RESIDENCE DISTRICT IDENTIFIER:
COMPREHENSIVE RACE:
FIRST LANGUAGE:
STATE STUDENT IDENTIFIER:*
LOCAL STUDENT IDENTIFIER:
GIFTED STUDENT:
STATE ENTRY DATE:
SCHOOL ENTRY DATE:
DISTRICT ENTRY DATE:
PRIMARY DISABILITY CODE:
DLM STATUS:
Save
Reset